

COMMISSIONER'S BULLETINS
BOSTON INSPECTIONAL SERVICES

YEAR 1986

Number: 86 - 6

Date: December 15, 1986

Subject:

Calculation of Permit Fees, Definition of
Fair Cost of Construction and Application
of Penalty Fees.

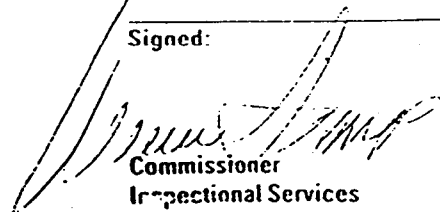
Determination:

1. This Bulletin is issued pursuant to Section 108.6 of the Massachusetts State Building Code and implementing in detail that portion of the Boston Code or Ordinances dealing with building permits, Title 14, Section 450 as amended.

This Bulletin replaces Bulletin # 86-3 of April 14, 1986 and is designed to clarify established procedures with respect to the calculation of permit fees and penalties that may result from underestimation of the estimated cost of a building permit.

2. The building permit fee for all building permits, except for the demolition of a structure to grade, shall be based on the fair cost of construction and shall, in general, be reviewed on a square foot basis. The Department of Inspectional Services shall rely generally on the Annual Edition of "Building Construction Cost Data" as published by R. S. Means. The final determination of fair cost shall, however, be made by the Commissioner of the Department of Inspectional Services who may require of the applicant submission of detailed estimates, contracts and similar data in order to determine a fair cost based on actual construction cost.
3. For purposes of the building permit, the fair cost shall include all construction costs, including site preparation and utility connections but excludes the cost of the land or existing structure, architectural and engineering fees, profit, finance charges and any fees paid to the Department or to any other City agency with respect to particular approvals necessary for the construction.

Signed:


Commissioner
Inspectional Services

Calculation of Permit Fees

Page 2

4. The cost of construction shall also include the construction cost of the mechanical elements of the construction, i.e. electrical, plumbing, HVAC, elevators. While separate fees and permits are required for certain of these elements, the fees are not based on the cost of construction as such and therefore must be included in the overall cost on the building permit.
5. Construction shall also include the cost of painting, pointing finishing, etc. when integral to the construction and shall include, as well, carpeting which requires an approved fire rating.
6. In residential buildings, the cost shall also include all bathroom fixtures and kitchen cabinets, including all appliances except refrigerators.
7. When a building permit is filed the estimated cost of construction shall be entered on the application and shall be determined as indicated. The estimated cost may be changed by the applicant at any time. It is the responsibility of the applicant, however, to submit these changes before the issuance of the certificate of occupancy or before the completion of construction. It should be noted that the ultimate responsibility with respect to this Bulletin is the owner of record and the term "applicant" is meant to include the owner of record.
8. In the case of new buildings or buildings being substantially rehabilitated or renovated and where a certificate of occupancy is required, the latter will not be issued until the applicant submits, in addition to all other requirements, an up to date statement of the actual cost of construction. If the result exceeds the original estimate, then the applicant will pay an up-dated version of the permit fee for any increase.
9. For other building permits, i.e. demolition, remodeling, rehabilitation or renovation, for which a certificate of occupancy may not be required, the applicant must submit a statement of any change in the estimated cost of construction within thirty days of project completion and shall at that time pay an additional fee on the Building Permit.
10. It should be expressly understood that the issuance of a building permit containing an estimated cost of construction does not constitute approval of the amount stated as representing the final cost of construction.

Number: 86-5

Date: December 10, 1986

Revised April 1, 1988

Effective April 1, 1988

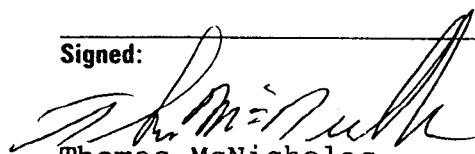
Subject:

Subject: Fast Track Permitting Procedures
For Commercial Office Buildings

Determination:

1. Under the authority of the Massachusetts State Building Code, Section 108.6 and Boston City Code, Ordinance of 1981, Chapter 19, the attached procedures are adopted effective this date.
2. These "Fast Track Permitting Procedures for Commercial Buildings" are, as stated, adopted in order to facilitate the permitting process for tenant alterations in new or existing commercial office buildings which do not require zoning, occupancy or substantial alterations to the building structure.

Signed:


Thomas McNicholas
Commissioner

Procedure: Fast Track Permitting Procedures
Commercial Office Buildings

PURPOSE: The purpose of this program is to facilitate the acceleration of the approval of building permit applications for tenant alterations in new or existing commercial office buildings. The Fast Track program can be used where there is no change of use and no change to the building dimensions or lot size as originally permitted under the zoning ordinance or any variance therefrom and no substantial alterations to the building structure. This program will allow the City to keep pace with commercial office building development and renovation while requiring increase on site observation or inspection to determine adherence to the applicable.

For the purposes of this program, the following definitions will apply:

COMMERCIAL OFFICE BUILDING: A building whose principal use, is for business use, as defined by Section 204.1 of the Massachusetts State Building Code.

TENANT ALTERATIONS: Work performed in order to render a leased space suitable for occupancy in accordance with the plans and specifications.

PROCEDURE:

Applicant shall submit an application form BD2/BD2A properly completed, signed, and stamped "FAST TRACK", accompanied by the following seven (7) items:

1. A check for the permit fee, certified if over \$200.00.
2. Two sets complete plans and specifications, including layout of sprinkler heads.
3. A letter from the building owner or authorized agent, indicating owner's approval of the plans.
4. A signed affidavit from the inspection architect or engineer registered in Massachusetts or, his authorized representative (approved by the Commissioner ISD), indicating that he will visit the work site at least once per week until the job is complete to determine that the construction is being performed in accordance with the plans and codes, and maintain a log of the visits and comments resulting therefrom. The inspection architects or engineer shall be independent from the architect/engineer of record and their firm or employer.

5. Affidavits signed by the architect(s) or engineer(s) of record registered in Massachusetts, all other professional design consulting engineers associated with the project, i.e., mechanical, electrical, etc., stating that to the best of their knowledge and belief: (a) the plans conform to the Massachusetts State Building Codes, and Boston Zoning Code, and all other applicable codes, laws and regulations: (b) the proposed work does not constitute a substantial alteration of the existing building structure: (c) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code: (d) the structural alterations and floor loading shown on the plans comply with applicable fire codes and that if required, the installation of fire alarms, smoke detectors, etc. have been or will be provided and indicated on the plans and specifications in accordance with the codes.
6. The name, address, day and night time phone number of the licensed builder who will be in charge of the work on site.
7. A performance bond, letter of credit or certified check in the amount of twice the building permit fee shall be required from the owner prior to the issuance of a fast track permit. This bond is to protect the City in the event that the owner or tenant occupies the space before an occupancy permit is issued by the Department. A model bond form is attached as part of the Appendix. Letters of credit or certified checks may be made out to the City of Boston. Upon issuance of Certificate of Occupancy for the work authorized under the "Fast Track" permit, the bond, letter of credit or certified check shall be returned to the owner.

The front counter person who processes an application under the Fast Track Building Permit Program will use the Required Items Check List (copy attached) to insure that all necessary requirements of the application process have been met. An application for the Fast Track Program will not be accepted unless all seven items are submitted. The completeness of the plans and specifications can only be verified by the plans examiner assigned to review the plans.

The applicant will be notified within seven (7) working days after receipt of all required documents that the Building Permit is ready to be issued. Upon the issuance of the permit, work may be commence.

After the permit is issued, the Department may review the plans in detail. If any code violations are discovered in the plans or in the course of construction, the Department will require them to be corrected.

When the work is complete, the licensed builder or owner's representative shall file an application for a Certificate of Use and Occupancy for the space.

The application for a Certificate of Use and Occupancy shall be accompanied by a check for the fee, certified if over \$200.00, and an affidavit signed by the inspection architect or engineer or his authorized representative, that he has visited the site at least once per week during the entire duration of the work and that, to the best of his knowledge and belief, the work was completed (except for minor punch list items), in accordance with the plans submitted with the building permit application, or modified as approved by him, and the completed work is in compliance with all applicable codes, laws and regulations.

Prior to issuance of the Certificate of Use and Occupancy, the work will be inspected by a representative of the Inspectional Services Department to determine if it meets the terms of the permit and conforms to the code. If any code violations are found they will have to be corrected before the Certificate is issued.

The Certificate of Use and Occupancy will be issued, subject to the correction of code violations, within fifteen days of the filing of the application for a Certificate of Use and Occupancy.

FAST TRACK PERMITTING PROCEDURE

IMPORTANT NOTICE

This notice is to remind all Fast Track Permit Applicants that nothing in this procedure eliminates the requirement that a permit must be issued, approved plans be on the site and yellow building card displayed on the site prior to the start up of any construction activity. All the required sub-contractors must also obtain the necessary permits.

Failure to secure a building permit prior to starting construction shall result in the filing of a violation against the property for building without a permit and the assessment of a double fee upon issuance of the required permit.

The Fast Track Permitting Procedure has been implemented to provide speedy approval of permit applications. There is no excuse for starting construction of a Fast Track project without a permit.

All required Fire Department permits must be applied for prior to receiving the Certificate of Occupancy.

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

REQUIRED ITEMS CHECK LIST

Application Date: _____ NUMBER: _____

1. Fast Track Permit Fee _____
2. Two complete sets of plans & Specifications... _____
3. Building owner letter of approval _____
4. Inspection Affidavit _____
5. Design Affidavit:
 - a. Architect or engineer _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. *Owner _____
 - h. Tenant _____
 - i. Builder _____
6. Builder contact information _____
7. Fast Track Building Bond _____

*Building Owner or owner of the work (i.e. tenant)?

-
8. Final Inspection Affidavit (to be submitted with application for Certificate of Use and Occupancy)

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

BUILDING CONTACT INFORMATION

Builder Name _____ License No. _____

Address _____

Home Address _____

Day Time Phone No. _____

Night Time Phone No. _____

Alternate Contact Person _____

Alternate Address _____

Alternate Day Phone No. _____

Alternate Night Phone No. _____

Number: 2000-02

Page 1 of 2

Date: February 24, 2000

Subject:

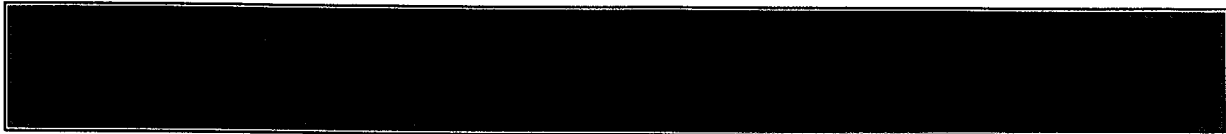
MODIFYING THE PRACTICE OF WRITING "RIGHT OF ENTRY" VIOLATIONS

Purpose:

"RIGHT OF ENTRY" POLICY

Determination:

1. Commissioner's Bulletin 99-05 instructs BISD inspectors that they may not conduct inspections of private residences unless the inspector has obtained written consent from the occupant/owner, or has obtained an administrative search warrant for the premises, or the inspection is in conjunction with an issued building permit. Inspections under issued permits should be scheduled through BISD.
2. If an inspector wants to inspect a site and the owner/occupant is not present to consent, or if consent is refused, then the inspector must obtain an administrative search warrant prior to conducting the inspection. This practice is consistent with the requirements of both the State Sanitary Code and State Building Code.
3. If there is no one present at the site, the inspectors may leave a notice announcing that they were there and requesting that the owner/occupant call to schedule the inspection. Inspectors should not write violations when an occupant refuses to allow the inspector onto the premises prior to the inspector obtaining an administrative search warrant. Inspectors should not write violations if an occupant is not home to allow entry.
4. If the person on the premises denies access, inspectors are required to follow the procedures stated in Commissioner's Bulletin 99-05 for obtaining an administrative search warrant. Attached is an approved form to assist inspectors with obtaining an administrative search warrant.



Number: 2000-02

Page 2 of 2

Date: February 24, 2000

5. This bulletin is effective immediately.

Signed: 
Commissioner
Inspectional Services Department

Request for Administrative Search Warrant

1. For what address are you requesting a warrant?

Number _____

Street _____

City _____

2. Did the owner/occupant refuse, impede, interfere with, restrict or obstruct entry and free access to any part of the structure?

Yes _____ Complete the rest of #2 and omit #3.

No _____ Go to Question #3.

Date _____ Time _____

If so, how?

3. If access was not denied but no one was present to consent to the inspection how many attempts were made to gain access?

Number of attempts _____

Date _____ Time _____

Date _____ Time _____

Date _____ Time _____

4. Please describe any additional circumstances surrounding your attempt(s) to gain access that you feel is necessary.

Name of Inspector Requesting Warrant _____

Extension _____

Approved 2/24/00

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

INSPECTION AFFIDAVIT

The Inspectional Services Commissioner:

Re: (Address) _____

(Ward _____

(Application No.) _____

I certify that I shall make at least one site visit per week from start to completion of construction of the referenced project to observe compliance with the State Building Code and other applicable codes and regulations and the approved plans. In addition, I will make a report of my visits and findings.

If the construction cost of this project is \$950,000.00 or greater, I will have a representative in my employ on site, as outlined in Commissioner's Bulletin 87-1, during construction operations. She/He will maintain a daily log of construction activities and report any discrepancies or problems to me for my action or for my reporting to the Inspectional Services Department.

Architect or Engineer Name: _____

Company Name: _____

Address: _____

Mass. Registration Number: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (ARCHITECT/ENGINEER)

To the Inspectional Services Commissioner:

Re: (Address) _____
(Ward) _____ (Application No.) _____

I certify that to the best of my knowledge, information and belief: (a) the plans conform to the Massachusetts State Building Cods, and Boston Zoning Code, and all other applicable codes, laws and regulations; (b) the proposed work does not constitute a substantial alteration of an existing building; (c) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (d) the structural alterations and floor loading shown on the plans comply with the Massachusetts State Building Code; (e) the plans conform with applicable fire codes and that if required, the installation of fire alarms, smoke detectors, etc. have been or will be provided and indicated on the plans and specifications in accordance with the code.

Engineer Name: _____

Company Name: _____

Address: _____

Mass. Registration Number: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (CONSULTING ENGINEER)

To the Inspectional Services Commissioner:

Re: (Address) _____

(Ward) _____

(Application No.) _____

I certify that to the best of my knowledge, information and belief: (a) the plans conform to the Massachusetts State Building Code, and Boston Zoning Code, and all other applicable codes, laws and regulation; (b) the proposed work does not constitute a substantial alteration of an existing building; (c) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Cods; (d) the structural alterations and floor loading shown on the plans comply with the Massachusetts State Building Code; (e) the plans conform with applicable fire codes and that if required, the installation of fire alarms, smoke detectors, etc. have been or will be provided and indicated on the plans specifications in accordance with the code.

Engineer Name: _____

Company Name: _____

Address: _____

Mass. Registration Number: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (CONSULTING ENGINEER)

To the Inspectional Services Commissioner:

Re: (Address)
(Ward) (Application No.)

I certify that to the best of my knowledge, information and belief: (a) the plans conform to the Massachusetts State Building Code, and Boston Zoning Code, and all other applicable codes, laws and regulation; (b) the proposed work does not constitute a substantial alteration of an existing building; (c) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (d) the structural alterations and floor loading shown on the plans comply with the Massachusetts State Building Code; (e) the plans conform with applicable fire codes and that if required, the installation of fire alarms, smoke detectors, etc. have been or will be provided and indicated on the plans specifications in accordance with the code.

Engineer Name: _____

Company Name: _____

Address: _____

Mass. Registration Number: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (OWNER)

To the Inspectional Service Commissioner:

Re: (Address) _____
(Ward) _____

I certify that to the best of my knowledge, information and belief: (a) the proposed work does not constitute a substantial alteration of an existing building; (b) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (c) that if any violations of the building code, zoning code, or other applicable codes, laws and regulations were discovered, the owner and/or tenant at his own expense and without recourse to the city or any of its agencies, will correct or will have corrected any such violations prior to the issuance of any required occupancy permits.

Owner Name: _____

Company Name: _____

Address: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (TENANT)

To the Inspectional Services Commissioner:

Re: (Address) _____

(WARD) _____

(Application No.) _____

I certify that to the best of my knowledge, information and belief: (a) the proposed work does not constitute a substantial alteration of an existing building; (b) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (c) that if any violations of the building code, zoning code, or other applicable codes, laws and regulations are discovered, the owner and or tenant at his own expense and without recourse to the city or any of its agencies, will correct or will have corrected any such violations prior to the issuance of the required occupancy permits.

Tenant Name: _____

Company Name: _____

Address: _____

Date: _____

Than personally appeared the above named _____
and made oath that the above statement by his is true.

Before me,

Notary Public

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

DESIGN AFFIDAVIT (BUILDER)

To the Inspectional Services Commissioner:

Re: (Address) _____
(Ward) _____ (Application No.) _____

I certify that to the best of my knowledge, information and belief: (a) the proposed work does not constitute a substantial alteration of an existing building; (b) the proposed work does not involve a change of use, as defined in the Boston Zoning Code and Massachusetts State Building Code; (c) that as license holder I will be responsible for the execution of all work in accordance with the approved construction documents, and for the execution and control of all methods of construction in a safe and satisfactory manner in accordance with all applicable local, state and federal statutes and regulations; (d) I will be fully and completely responsible for all work for which I have received this permit from the Inspectional Services Department of the City of Boston, and I will be responsible for seeing that all work is done pursuant to the State Building Code.

Builder Name: _____

Company Name: _____

Address: _____

License Number: _____ Class: _____ Expires: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires _____

FAST TRACK BUILDING PERMIT PROGRAM
FOR COMMERCIAL OFFICE BUILDINGS

FINAL INSPECTION AFFIDAVIT

To the Inspectional Services Commissioner:

Re: (Address) _____
(Ward) _____ (Application No.) _____

I certify that I have inspected the work associated with the reference project having visited the site at least once a week throughout the construction period. To the best of my knowledge, information, and belief the work conforms with the permit and plans approved by the Inspection Services Department and with the provisions of the Massachusetts State Building Code and other pertinent laws and ordinances.

Architect or Engineer Name: _____

Company Name: _____

Address: _____

Mass Registration Number: _____

Date: _____

Then personally appeared the above named _____
and made oath that the above statement by him is true.

Before me,

Notary Public

My commission expires _____

FAST-TRACK BUILDING PERMIT BOND

KNOWN ALL MEN BY THESE PRESENTS, that we _____,
as principal, and _____
a corporation organized and existing under the laws of the State of
_____, and duly authorized to transact surety
business in the Commonwealth of Massachusetts, as Surety, are
holden and stand firmly bound unto the City of Boston, as Obligee,
in the penal sum of
_____, (\$_____)

for the payment of which to the said City of Boston, we hereby
jointly and severally bind ourselves, our successors and assigns,
heirs, executors, and administrators, firmly by these presents.

WHEREAS, the above bounden Principal has received or hereafter
shall receive a Building Permit from the Inspectional Services
Department of the City of Boston, to perform tenant alterations
in a commercial office building located at:

_____,
Boston, Massachusetts.

AND WHEREAS, upon completion of said alterations, the Principal,
or his representative, shall file an application with the City
of Boston for a Certificate of Use and Occupancy for said
premises.

AND WHEREAS, if the Principal occupies said premises prior to
the issuance of a Certificate of Use and Occupancy, he is subject
to increased fees equal to double the amount which would other-
wise be charged for the Building Permit; to avoid default, said
fees to be due and payable within thirty days from the date
the Principal receives written notification from the Inspectional
Services Department that said increased fees are due.

NEW THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, that if
the Principal shall pay, when due, any fees incurred by him as
a result of failure to obtain said Certificate of Use and
Occupancy, then this obligation shall be null and void; otherwise
to remain in full force and effect.

PROVIDED HOWEVER, the term of this bond shall not exceed one
year from the date of execution, unless extended by continuation
certificate of Surety.

FURTHER PROVIDED, HOWEVER, in the event of default on the part
of the Principal, the Obligee shall notify the Surety within
ninety days after the Obligee shall have knowledge of such
default, and provided further that no suit, action, or proceedings
shall be brought against the Surety, hereunder, unless the same
be instituted within one year after the date of expiration or this
bond.

FAST-TRACK BUILDING PERMIT BOND
(continued)

FURTHER PROVIDED, HOWEVER, that the aggregate liability of the Surety for any and all defaults of the Principal hereunder shall not exceed the penalty of the bond.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the Obligee named herein.

Signed, sealed and delivered this ____ day of _____, 19.

ATTEST OF WITNESS:

PRINCIPAL:

By: _____

SURETY:

By: _____

SURETY:

A
Guide on
How to Apply for
A Fast Track Housing Permit

Raymond L. Flynn,
Mayor

William Sommers,
Commissioner

City of Boston
Inspectional Services Department
1010 Massachusetts Avenue
Boston, Ma. 02118

February 26, 1987
Revised

What is the Fast Track Housing Permit Program?

It is a program to encourage the construction of new housing units in the City of Boston by processing the application quickly.

How Long Will It Take To Get a Permit Under Fast Track?

Two weeks. Of course, this means that the application must be complete, contain all the information required as outlined in this booklet and include all required DPW, Water and Sewer, and/or historic district approvals.

There are some exceptions. Extra time will be required for high rise buildings and other buildings that have 24 or more units. Buildings for which the department has no record of legal occupancy will have to establish the legal occupancy prior to applying for a permit under the Fast Track Housing Permit program.

Also, if the application for a permit has zoning problems and must go to the Board of Appeals for a variance, another month could be added to the time table. (See A GUIDE ON HOW TO APPLY TO THE BOARD OF APPEAL for details)

Is It Important To Submit the Correct Information Upfront?

Yes. This is essential. If information is missing or incorrect the applicant will be contacted by mail and by telephone within two working days. The application cannot move until it is complete. So please, in using this fast track system be sure you have all the correct information upfront - then it will be up to ISD to see that the fast track works!

What Procedures Should I Follow For Fast Track Application?

You should come to the front desk counter of the Department of Inspectional Services, 1010 Massachusetts Avenue, Fifth Floor. There ask for an application for a "fast track housing permit."

You will be given either

- a. Long form application for alterations, repairs or change of occupancy, or
- b. Long form application to erect a building or structure, and
- c. A Housing Information Sheet and a Builder's Contact form.

The application will be especially coded to show it is "Fast Track - Housing."

What Do I do Next?

Take the applications, and working with the front desk service person, fill it in completely. Be sure that all the information requested is filled in. You may take a copy with you in order to fill it out in draft at your home, place of business or in consultation with your builder and/or architect.

When you are ready to submit the application, you must have the following items with you or completed at that time:

1. A check for the permit fee based on your estimated cost, If the cost is over \$ 200, then it must be a certified check or money order. Be careful to try and get a fair and full estimate cost since this will be rechecked again before you are given a final occupancy permit.
2. Two complete sets of plans. If the scope of the new construction involves over 35,000 cubic feet, the plans must then be stamped by an architect or engineer licensed in the State of Massachusetts.
3. The bottom of the long form must be signed by a builder who is licensed by the City of Boston's Board of Examiners or by the State for one and two family buildings. If you are building your own home, or renovating your own condominium unit, this requirement may be waived by the Commissioner, ISD or Chief, Plans & Permits Division.
4. If the estimated construction cost of the project is more than \$ 950,000 you should consult with the Plan and Permits Division to determine if it comes under Commissioner's Bulletin 87 - 1 as an "Affidavit" Project.
5. The Builder Contact Information Sheet, reproduced later in this booklet, must be completed, given both day and night phone numbers for the contractor.
6. There is also a Housing Information Sheet which must be filled out and turned in with the complete application form. See copy attached.

If your plans require a review by the Boston Fire Department, an additional plan review fee will be charged. In addition, there will be a micro film charge for recording your plans. These will be collected when the permit is issued.

When Does the "two week" clock start ticking for my fast track permit?

The date stamped on your paid receipt which you should receive from the cashier's office. However, if there is information missing or changes required for zoning or plan review, the two weeks may have to be extended.

And, of course, if your application does not meet the Zoning Code and has to go to the Board of Appeal, the two week period will be extended as noted before.

What number can I call to ask about my application?

You can call 442-1345, ext. 318, and identify the fact that you have a Fast Track Housing Application. Be sure to give the address and the permit number that was assigned to your application. The key contact people are Ms. Christine Donovan and Mr. Brian Wilgus in the Plans and Permit Division.

Have the building fees changed for the Fast Track Housing Program?

No. The fees remain as they are: \$ 7/thousand for the first \$ 100,000 of estimated cost and \$ 10/thousand over \$ 100,000. As noted, there are additional fees for fire plan review, micro-filming and occupancy if that is involved.

How Will I Know if my application has been approved?

You will be notified, either by letter or by phone, when your application has been approved.

Where can I pick up the permit?

Once you have received notification that the permit is approved, you can come to the Department and ask the Housing Clerk in the Plans and Permit Division. You will receive your approved application which will then be sent to the cashier's office. You will then receive your "yellow card" building permit.

Good Luck!

HOUSING INFORMATION SHEET

1-2 Family ()

Multi-Family ()

High Rise ()

APPLICATION DATE: _____ NO. _____

ADDRESS: _____ WARD _____

The purpose of this section is to determine the number of dwelling units added or deleted in Boston.

- A. Total existing units _____
- B. Rehab of units vacant over one year _____
- C. Units to be added _____
- D. Units to be deleted _____
- E. Total units after completion _____
- F. Low income units to be added ... _____
(\$0-\$425 monthly rent or \$0-\$46,000 sale price)
- G. Moderate income units to be added _____
(\$426-\$680 monthly rent or \$46,001-\$74,000 sale price)
- H. Will these units be for rent or sale? Rent _____ Sale _____

OWNER OR CONTACT PERSON _____

Boston Tele. Nos. (1) _____ (2) _____

Address _____ City _____

State _____ Zip _____

1. Is a water/sewer tap needed? Yes _____ No _____
Or is there a change in service pipe size?
(Approved plot plan by Dept. of Water & Sewer required.)
2. Do you anticipate new curb cuts? Yes _____ No _____
(Dept. of Public Works approval is required)
3. Is this building in a historic district? Yes _____ No _____
(A Certificate of Design Approval may be required)

FAST TRACK HOUSING PERMIT PROGRAM

FAST TRACK AFFIDAVIT

I _____ am the owner or authorized agent of the owner of the property identified below.

I hereby attest that _____ Dwelling unit(s) located at the following address: _____ ward _____ have been abandoned or used for other than dwelling purposes for at least one full year. In addition, work accomplished under this permit is required to bring the unit(s) up to habitable standards as defined in the State building and sanitary Codes.

I understand that an inspector will visit the site during the plan review process to verify this statement.

SIGNED:

Name

Address

NOTARY PUBLIC

On this date _____ 19____
Then personally appeared the above-named _____
and made oath that the above statement by him/her is true.

Before me,

My commission expires _____ 19____

City of Boston

Inspectional Services Department

FAST TRACK HOUSING PERMIT PROGRAM

BUILDER CONTACT INFORMATION

Builder Name _____ License No. _____
Address _____
Home Address _____
Day Time Phone Number _____
Night Time Phone Number _____
Alternate Contact Person _____
Alternate Address _____
Alternate Day Phone Number _____
Alternate Night Phone Number _____

rev 3/87

City of Boston

Inspectional Services Department

Fast Track Housing Permit Program

Sub Contractor Listing

Electrical Subcontractor

Name: _____

Address: _____

Phone Number: _____

Plumbing Subcontractor

Name: _____

Address: _____

Phone Number: _____

Mechanical Subcontractor

Name: _____

Address: _____

Phone Number: _____

rev. 3/87

FAST TRACK HOUSING

APPLICANT MUST USE TYPEWRITER IN FILLING IN
THIS APPLICATION

CITY OF BOSTON

Certified Street Numbers

Street Numbering Inspector.

APPLICATION TO THE INSPECTIONAL SERVICES COMMISSIONER FOR PERMIT:—

To erect building or structure, under provisions of Chapter 802 of the Acts of 1972 as Amended.

Certified street and number.....Within.....Fire Zone. Ward.....
Name of Owner.....Address.....
Name of Architect or Engineer.....
Classification of building or structure — Pre-Code.....Post-Code.....Type of Construction.....
Dimensions of building or structure — Front.....Right side.....Left side.....Rear.....
Height from sidewalk or mean grade to highest point of roof.....
Dimensions Lot — Front.....Right side.....Left side.....Rear.....
Main stairs.....Back stairs.....Fire escapes.....Con. balconies.....Any other.....
Material of — Foundation.....Floors.....Walls.....Thickness of.....
Roof construction.....Soil.....Party walls.....Thickness of.....

Floors	1	2	3	4	Any Others
Occupancy					
Number of persons accommodated					
Designed live load					

Number of employees in building.....Proposed occupancy.....

Cubic Volume.....X \$.....per cu. ft. Estimated cost.....

GENERAL DESCRIPTION OF THE PROPOSED WORK AND ITS LOCATION

Date.....

The facts set forth above in this application and accompanying plans are a true statement made under penalty of perjury.

Telephone Number

(Signature of Owner or Authorized Agent)

(Address)

(Signature of Licensed Builder)

(Name of Contractor)

Address.....Address

Lic. No.....Class

My license expires.....

PARCEL #

FAST TRACK HOUSING

BD 1



APPLICANT MUST USE TYPEWRITER IN FILLING IN
THIS APPLICATION

CITY OF BOSTON
INSPECTIONAL SERVICES DEPARTMENT

Certified Street Numbers

Street Numbering Inspector.

Application to the Commissioner for Permit for Alterations, Repairs or Change of Occupancy

Description of Present Building

Location..... District..... Ward.....
Name of owner is?..... Address.....
Name of architect or engineer is?..... Lic. No.....
Material of building is?..... Style of roof?..... Construction of roof?.....
Size of building, feet front?.....; feet rear?.....; feet deep?.....; No. of stories?.....
No. of feet in height from sidewalk to highest point of roof?..... Material of foundation?.....
Thickness of external walls?..... Party walls?.....

LEGAL OCCUPANCY OR USE (Applicant is not to fill in this box)

Front stairs?..... Back stairs?..... Fire escape?..... Con. balconies?..... Any other?.....
Is building equipped with automatic sprinkler system?.....
Type of construction?..... Group occupancy?.....
Building to be occupied for..... after alteration

IF EXTENDED ON ANY SIDE OR VERTICALLY

Description of Proposed Extension

Size of extension, No. of feet long?.....; No. of feet wide?.....; No. of feet high above sidewalk?.....
No. of stories high?.....; style of roof?.....; material of roofing?.....
Of what material will the extension be built?..... Foundation?.....
How will the extension be occupied?..... Type of Construction.....

GENERAL DESCRIPTION OF THE PROPOSED WORK AND ITS LOCATION.
(ALL STRUCTURAL, MECHANICAL, ELECTRICAL, ETC., SHALL BE INCLUDED)

PERMIT MUST BE OBTAINED BEFORE BEGINNING WORK

Date..... 19..... Estimated Cost, \$.....
Owner's Phone

The facts I have set forth above in this application and accompanying plans are a true statement to the best of my knowledge and belief.

..... Type Name of Person Signing.....
(Signature of Owner) (Address).....

..... Type Name of Person Signing.....
(Signature of Licensed Builder)

(Address)..... (Name of Contractor).....
Lic. No. Class (Address).....
My license expires

Number: 86-4

Date: April 14, 1986

Subject:

The Use of CPVC pipes for wet sprinkler use

Determination:

1) The Department of Inspectional Services has determined, in accordance with the National Fire Protection Association Codes and Standards National Fire Codes 1985, that the use of chlorinated polyvinyl chloride (CPVC) pipe and fittings is acceptable in specified instances for use as piping for wet sprinkler installation. NFPA Code and Standards National Fire Code 1985 NFPA 13 Chapter 3-1.1.5 states "other types of pipe or tube may be used, but only those investigated and listed for this service by a testing and inspection laboratory." Underwriter's Laboratories incorporated has approved a PVC pipe to be allowed for use on wet sprinkler systems.

However, in order for a sprinkler contractor to use the PVC pipe some basic limitations must be adhered to prior and during the installation. These limitations must be checked for during any inspection and be strictly adhered to in order for the PVC pipe to be used in any installation. These are the limitations that must be followed in order to use PVC pipe:

A. CPVC pipe and fittings are intended for use in sprinkler systems in the following types of occupancies:

1. Residential occupancies as defined in the Standard Sprinkler Systems in One and Two family dwellings, NFPA 13.
2. Light Hazard Occupancies are defined in the Standard for Installation of Sprinkler Systems NFPA 13.

Signed:


Commissioner
Inspectional Services

B. protection should be provided for CPVC pipe and fittings. The minimum protection shall consist of one layer of 3/8 inch gypsum wallboard, or acoustical ceiling panels classified as to surface burning characteristics, or 1/2 inch plywood soffits. For residential occupancies defined in NFPA 13D, the minimum protection may consist of one layer of 1/2 inch plywood.

C. CPVC pipe and fittings are intended for installation in areas having a maximum ambient temperature of 120 degrees fahrenheit.

D. CPVC piping is intended for use in wet sprinkler systems only.

E. CPVC piping is intended for use in interior applications only.

F. CPVC piping is intended for use with sprinklers having a temperature rating not exceeding the ordinary rating as defined in NFPA 13.

G. CPVC piping requires special requirements for hanger spacing, assembly of pipe and fittings, pipe and sprinkler restraint and location.

H. CPVC piping requires special procedures for field acceptance testing.

I. CPVC piping and fittings incorporate different friction loss characteristics.

J. CPVC piping is not suitable for use in combustible concealed spaces where sprinklers are required, as referenced in NFPA 13.

2) Requirements for Pipe Markings

Each length of pipe must be marked with the following:

1. Listee's name or identifying symbol
2. Type of pipe, "CPVC"
3. Size, pressure rating (175 P.S.I.) and temperature rating (120 degree Fahrenheit)
4. Standard dimensional ratio (SDR 13.5)
5. Material designation
6. Date, shift, and extruder code of manufacture.

The packing for the brand of piping and fittings approved, at this time, includes the marking which states "Install Pipe and Fittings in accordance with installation instructions (see instructions inside packaging)." A copy of the installation instructions is provided inside the packaging. All installation must be completed according to the installation instructions.

3) Fitting Requirements

Each fitting must be marked with the following:

1. Listee's name or identifying symbol
2. Size of fitting
3. Material designation
4. Year of manufacture.

4) Important Notice:

ALL PIPING USED MUST BE APPROVED BY UNDERWRITER'S LABORATORY OR
FACTORY MUTUAL LABORATORY

Number: 86-3

Date: April 14, 1986

Subject:

Fair Cost of construction - PERMIT FEES

Determination:

1. The building permit fee for all building permits except for razing a structure to grade shall be based on the fair cost of construction and shall, in general, be calculated on a square foot basis.
2. The fair cost of construction shall include all construction costs, including site preparation and utility connections, but excludes the cost of the land or existing structure, architectural and engineering fees, profit, finance charges, and any fees paid to the Inspectional Services Department.
3. In residential buildings the cost shall include all bathroom fixtures and kitchen cabinets, including all appliances except refrigerators. The cost of refrigerators shall be included in all rental residential buildings.
4. When the application for a permit is filed, the estimated cost of construction shall be entered on the application. Before the application is issued a final determination of the cost will be made by the Commissioner or his designee. The Commissioner may require copies of contracts and other information in order to determine the actual cost.
5. If an application is to be refused and an Board of Appeal hearing is required, the Commissioner may accept a partial fee of \$300.00 (See Policy Statement 86-6)

Signed:



Commissioner
Inspectional Services

6. In the attached cost table are listed costs per square foot for new construction, additions and total rehabilitation and renovation. This table shall be used by the Department as a basic guide to estimate the cost of construction. The figures are taken from "Building Construction Cost Data" published by R. S. Means Company, Inc. The cost table will be updated yearly. If the actual cost of construction differs from the cost arrived at by using the cost table, the Commissioner may require justification as to any difference. In any event the Commissioner shall make the final decision as to the fair cost.
7. If the application is for partial rehabilitation or renovation, the cost of construction will be determined by the Commissioner or his designee. The same procedure shall apply to one and two family homes. In addition, construction date as noted in item 4 above may also be required.
8. In addition, the Commissioner reserves the right to review final completed costs on all construction prior to the issuance of an Occupancy Permit and may require a detailed listing of final costs as necessary.

COST PER SQUARE FOOT

New Buildings, Additions & Total Rehab

Jan, 1986

(Please Note: These figures include the City Cost index for Boston)

	New &	Total
	Additions	Rehab
Apartments, 1 to 3 stories	42.75	33.90
Apartments, 4 to 7 stories	53.85	45.44
Apartments, 8 stories & above	59.73	51.32
Auditoriums	71.82	50.61
Automotive Sales	45.44	35.88
Banks	99.18	79.18
Churches	65.67	52.92
Clubs, Country	63.74	53.08
Clubs, Social	62.75	45.61
Clubs, Y.M.C.A.	67.37	52.31
Colleges		
Classrooms & Administrative	86.93	66.16
Colleges		
Science, Engineering & Labs	101.60	74.68
Colleges		
Student Unions	93.63	67.31

COST PER SQUARE FOOT

New Buildings, Additions & Total Rehab

Jan, 1986

	New & Additions	Total Rehab
Community Centers	67.97	55.50
Court Houses	90.78	73.80
Department Stores	40.11	30.06
Dormitories, 1 to 3 stories	64.68	48.46
Dormitories, 4 to 8 stories	83.41	71.71
Factories	34.29	23.68
Fire Stations	69.84	51.93
Fraternity Houses	61.93	51.87
Funeral Homes	62.04	49.35
Garages, Commercial	46.82	29.56
Garages, Municipal	49.73	31.82
Garages, Parking	21.38	17.09
Gymnasiums	60.44	44.95
Hospitals	121.99	99.24
Housing for the Elderly	60.34	48.03
Housing, Public (low-rise)	50.66	36.43
Ice Skating Rinks	48.25	34.51

COST PER SQUARE FOOT

New Buildings, Additions & Total Rehab

Jan, 1986

	New &	Total
	Additions	Rehab
Jails	124.18	111.00
Libraries	76.44	62.42
Medical Clinics	73.69	59.79
Medical Offices	69.57	55.22
Motels	54.62	52.59
Nursing Homes	73.41	56.65
Offices, 1 to 4 stories	58.63	45.33
Offices, 5 to 10 stories	62.81	51.32
Offices, 11 stories & above	77.59	56.16
Police Stations	97.21	74.13
Post Offices	73.41	60.94
Power Plants	483.56	291.24
Religious Education	54.35	46.16
Research Laboratories	95.56	64.24
Restaurants	86.16	65.56
Retail Stores	42.09	30.49
Schools, Elementary	63.91	51.87

COST PER SQUARE FOOT

New Buildings, Additions & Total Rehab

Jan, 1986

	New &	Total
	Additions	Rehab
Schools, Middle	63.69	54.57
Schools, Senior High	62.64	53.74
Schools, Vocational	60.50	44.89
Sports Arenas	49.62	39.40
Supermarkets	41.49	36.05
Swimming Pools	71.60	-----
Telephone Exchanges	109.52	80.00
Terminals, Bus	48.25	36.43
Theaters	58.52	46.10
Town Halls & Municipal Bldgs	70.01	55.72
Warehouses	27.91	20.06
Warehouses & Offices	30.50	23.79

Number: 86-2

Date: April 14, 1986

Subject:

Legalization of Occupancy

1. **Determination:** Effective April 15, 1986 there is hereby established an Administrative Committee on Legal Occupancy within the Department of Inspectional Services. The Committee will have as its primary duty the examination of applications to legalize occupancy when application is made under 3 (a) (3) as explained below and shall make decisions on these applications which shall become the official record of the Department for such occupancies.
2. The Committee shall be composed of the Deputy Commissioner, an Asst. Commissioner, a member of the Zoning unit, a member of the Plan review Division and others as appointed by the Commissioner. The Committee shall meet weekly to review all applications to legalize occupancy and shall, upon receipt of the applicant's documentation, act within two weeks of the date of receipt of the applicant's application and documentation.
3. The procedure to be followed by the Committee shall be as follows:
 - a. When an applicant before the Department is shown that there is a discrepancy in the legal occupancy as shown by Department records, the applicant must be apprised of the following choices:
 1. If the proposed occupancy does conform to the Boston Zoning Code, file an application to change occupancy.
 2. If the proposed occupancy does not conform to the Boston Zoning Code, file the necessary applications to go before the Zoning Board of Appeals in order to effect a change in occupancy, or

Signed:


Commissioner
Inspectional Services

3. If the proposed occupancy was, in the opinion of the applicant, in existence before passage of the current zoning ordinance (December 31, 1964), and thus a non-conforming use, the applicant may then file to have the occupancy validated through the administrative process.

b. When an applicant decides to file under the administrative process, 3(a) 3 above, he or she must file an application to legalize occupancy and must submit documentation to substantiate that the occupancy claimed was in effect prior to December 31, 1964.

The Committee shall consider documentation as presented by the applicant such as, but not limited to, the following:

1. City of Boston tax bills issued for the location prior to December 31, 1964 which may show the existing occupancy.
2. Copies of utility bills issued prior to December 31, 1964 which shows occupancy or refer to it by indicating the number of meters, etc.
3. Affidavits by prior owners as to the occupancy prior to December 31, 1964.
4. Affidavits by abutting property owners and others who have knowledge of the fact that the property in question was occupied as shown prior to December 31, 1964.
5. Legal documents such as deeds, title searches, mortgages, leases, appraisals, abatements, insurance policies, licenses, permit application, etc. that show occupancy prior to December 31, 1964.

c. The Committee shall also review the following Departmental records in considering the legalization of occupancy:

1. Existing building jacket.
2. Assessor's records.
3. Use and occupancy records.
4. Egress records.
5. Building inspector's field inspection report.

- d. The Committee shall, at its weekly meeting, consider the evidence and make its decision on the appropriate forms. Its decision must be reviewed by the Commissioner who will have final approval. The decision document will then be issued to the applicant and a copy put into the building jacket.
 - e. If the applicant does not agree with the decision of the Committee or the Commissioner, he or she may appeal the decision to the Zoning Board of Appeals under provisions of Section 8, Chapter 665 of the Acts of 1956 as amended.
4. The Committee may use such forms and procedures as necessary to speedily effect the decision affecting legalization of the occupancy. The decision should be rendered with-in two weeks after the applicant has made formal application and submitted the necessary documentation. The Committee shall keep a record of its meetings and the decisions reached.
 5. The Committee shall be empowered to make its own rules of operation and shall receive the cooperation of affected divisions within the Department to carry out its work. A copy of the Committee's rules or operation shall be made available to members of the Department and the general public.
 6. The applicant shall be sent a copy of the Committee's decision by registered mail as quickly as possible.
 7. Commissioner's Bulletin # 86-2 with respect to single family dwellings remains in effect.
 8. All employees responsible for applications for legalization of occupancy shall see that a full explanation of these procedures are made available to the general public.

Number: 86 - 1

Date: January 13, 1986

Subject:

Depositing Concrete in Cold Weather

Determination:

The Department of Inspectional Services intends that during the cold weather months every precaution be taken to assure that use of concrete in buildings is done under optimum safety conditions.

To this end, and in accordance with Section 108.6 of the State Building Code, the following procedures is to take effect immediately:

1. When depositing concrete in freezing or near freezing temperature the concrete shall be maintained at a temperature of not less than 50 degrees Fahrenheit nor more than 120 degrees Fahrenheit. The temperature of the concrete shall be maintained at not less than fifty degrees Fahrenheit for at least seventy two hours after placing.
2. When necessary, concrete materials shall be heated before mixing.
3. Dependence shall not be placed on salt or other chemicals for the prevention of freezing.
4. Adequate equipment shall be provided for heating the concrete materials and protecting the concrete during freezing or near freezing weather. All concrete materials and all reinforcement forms, and the ground with which the concrete is to come in contact, shall be free from frost. No frozen materials or materials containing ice shall be used.
5. The building inspector in each district shall have authority to enforce this regulation

WS/mjd

Signed:


Commissioner
Inspectional Services